



Larry Hogan, *Governor*
Boyd K. Rutherford, *Lt. Governor*
A. Leigh Williams, *Esq. Director*

EXECUTIVE ASSISTANT

Join the Maryland Energy Administration (MEA) as we transform energy for the State of Maryland. Through the Strategic Energy Investment Fund and the Maryland Renewable Energy Portfolio Standard (RPS), you will have an opportunity to work on the cutting edge of shaping and implementing Maryland's clean energy policies. We are looking for the best and the brightest people to join the team that has made Maryland one of the nation's leaders in clean reliable energy.

Responsibilities: The Executive Assistant performs comprehensive and diversified clerical, secretarial, and administrative duties of a highly confidential nature in support of the agency executive management. Specific responsibilities include:

- Work with the Agency Director and Chief of Staff to develop and maintain organizational system for all facets of their work, including organization of emails, files, schedules, projects, resources, etc.
- Receive, screen and direct telephone calls and answer inquiries.
- Conduct first level research for projects; gather information; prepare summaries, reports, databases, and spreadsheets.
- Compile and maintain files and records of memos, correspondence, reports, etc. containing highly confidential information. Take meeting minutes.
- Schedule appointments and maintain calendar, assemble necessary material for meetings and records discussions and minutes of meetings; ensuring detailed preparation and rescheduling of appointments as needed.
- Make arrangements for meetings and conferences; handle travel arrangements and itineraries and recommend options as necessary.
- Compile special reports, conduct special projects, and perform administrative duties as required. Assist with the creation or create e-mail correspondence and documents.
- Perform general administrative support work such as mail handling, overnight package processing, filing, running reports, etc.

Skills and Qualifications: Position requires a high degree of tact, initiative, organization, accuracy, judgment, a thorough understanding of business practices and procedures and the ability to interface well with all levels of management and outside contacts. Additionally, candidates must:

- Possess the ability work independently, in teams, and under pressure of multiple high visibility deadlines
- Be persistent and determined, focused on bringing tasks to closure within critical deadlines.
- Possess highly polished written and oral communication skills.
- Demonstrate excellent organizational skills.
- Critical, analytical thinking and good judgment.
- Demonstrate strong attention to detail and follow up.
- Demonstrate professionalism and a willingness to learn.

- Possess a pleasant, positive personality and professional image with excellent interpersonal skills.
- Be highly experienced with Microsoft Office and Google Applications; able to type 45 wpm minimum.
- Have the availability for extended work hours as required to meet crucial executive deadlines.

Candidates must have a minimum of 5 years current administrative assistant experience, including 3 years supporting senior management.

To Apply: Send cover letter, resume and salary requirements by email with “Executive Assistant” in the subject line to Jobs.MEA@maryland.gov. Candidates receive notification of receipt; however, only the top candidates will be invited to interview for the position.

Salary: This is a permanent state position with benefits. Commensurate with experience.